

Unattended Children

Children under the age of nine may not be left unattended in the library. If it appears that a child under the age of nine is unattended or lost, and that a parent or caregiver cannot be found within 10 minutes, the the staff will proceed as follows:

A staff person will notify the Library Director that there is a lost or unattended child in the building.

The Director (or employee with most seniority in absence of the Director) will attempt to locate the child's parents or caregiver in the building.

If the parents or caregiver are not located within 30 minutes, or if the library is closing, the police will be immediately notified.

Only under emergency circumstances (fire, earthquake, etc.) shall a staff member take the child out of the building.

Open Meeting Law

All meetings of the Library Board of Trustees, including those conducted by special committees created by the Board, shall be conducted in accordance with the Open Meetings Law of the State of New York.

Staff & Trustees Subject to Same Rules

The Staff and Trustees of the MPL are subject to the same rules and policies as the patrons and general public.

Public Relations

In recognition of the Library's responsibility to maintain communication with present and potential users, the Board adopts the following as a matter of policy.

Staff, Trustees and the Library Director shall:

- Support the Library in providing materials, services and programs to enable members of the community to lead informed, productive and enriched lives.
- Stimulate public understanding and support of MPL and its role in the community.
- Assure that consistent and accurate information is provided to the public during normal and extraordinary times- such as natural disasters, fires, major building activities or other events.
- Assure that all MPL facilities are used by "not-for-profit" groups or organizations providing benefit to the Macedon Community.

The following means shall be used to accomplish the above objective:

- Development of a strategic plan of specific goals and objectives.
- Maintain contacts with government officials, service clubs, civic associations, and other community organizations.
- Publish the dates of all meetings.
- Produce and distribute internal communications and distribute widely within the community.
- Maintain updated policies that are transparent and accessible to the public.

*During extraordinary times or events, the President of the Macedon Board of Trustees and Director, or a designee appointed by the President or Director, must approve communication of MPL information to the media and general public. Staff are to refer all media inquiries and questions from the general public to the President, Director or appropriate designee.

Disposal of Library Property

The Library will follow processes and procedures very similar to those used by the Town of Macedon for the disposal of its properties.

The MPL Board will discuss the estimated worth of any items considered for disposal and vote to declare the items as surplus, either for donation or sealed bids. All items whose estimated value is more than \$100.00 each will be put out for bid. If no bids are received, the Library Director shall determine the disposition of these items.

The Library Director may donate or sell used books without bids if the estimated per item value is less than \$100.00.

Gifts

- All monies and materials donated to the MPL shall become the property of the Library and shall be used in accordance with the policies of the Library.
- All monetary gifts shall be applied to the current yearly budget as approved by the Board, unless other arrangements are made with the donor.
- Large monetary gifts (such as an adopted Library area or Library section) will be used as directed by the Board and the donor.
- Donations of books, magazines, CDs or other circulatable items will be accepted at the discretion of the Library Director. Materials not acceptable for inclusion in the collection shall be put in the Library book sale or otherwise discarded.
- Donations of other items must have prior approval of the Library Director, and if advisable, the Board.
- If the donor so requests, a receipt will be given for the items or monies donated. However, receipts shall not include a monetary value for the items donated.
- Memorial gifts are to be encouraged. The materials purchased will honor the requests of the donor in as far as possible.

Donor Bill of Rights

The library believes that all donors are entitled to being treated according to the following principles.

Donors have the right:

- To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the organization's most recent financial statements.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgment and recognition.
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization, or hired solicitors.
- To have the opportunity for their names to be deleted from mailing lists.
- To feel free to ask questions when making a donation, and to receive prompt, truthful, and forthright answers.

From: Robert Pierpont from the National Society of Fund-Raising Executives

Programming for Children & Adults

All patrons will be eligible to sign up for MPL programs on a first-come, first-serve basis.

Interlibrary Loan (ILL)

Interlibrary Loan (ILL) is a service of the OWWL System. It is provided through the forty-two public libraries of Ontario, Wayne, Wyoming and Livingston counties. If a request cannot be filled in the member libraries, the search can be widened to reach neighboring library systems. A search fee of \$5.00 will be assessed on any out-of-system item, regardless of its being filled. If appropriate, the Director may decide to purchase the item for the MPL collection.

Borrowing Privileges

The MPL Board of Trustees has endorsed the American Library Association's 'Library Bill of Rights' and the 'Right to Read' concept. Therefore, all materials in the MPL are available to any patron with valid identification.

The decision as to “appropriate” material(s) for juveniles is to be made by the parents, not the library staff.

MPL library cards shall be issued to any adult showing valid identification. Young people age 3 through 15 years of age must have their library card applications signed by a parent/guardian who has valid identification.

VALID FORMS OF IDENTIFICATION:

New York State Driver's License or NYS Non-Driver's ID

Mail received with the last 2 weeks at your current address

Working papers

School Identification

Safe Child ID

New York State Driver's License or NYS Non-Driver's License of parent/guardian of a minor

Overdues, Fines & Fees

OVERDUE NOTICES SCHEDULE

- Two Weeks Overdue - 1st Overdue Notice

Patrons will receive their 1st overdue notice (email or phone call) when the library materials are two weeks overdue.

- Six Weeks Overdue - 2nd Overdue Notice

Patrons will receive their 2nd overdue notice within four weeks of the 1st overdue notice. This notice will be mailed to the patron requesting immediate return of, or payment for the materials. Replacement costs will be included with the 2nd notice, and also a copy of New York State Law, Section 265 relating to the borrowing of library materials.

- Beyond Ten Weeks Overdue - Macedon Police Department Letter

If the materials were not returned or paid for within 4 weeks of the mailing of the 2nd overdue notice, a letter will be requested from the Macedon Police Department to the patron about the overdue materials.

- Twelve Weeks Overdue - Possible legal action by MPL Board of Trustees

If the materials were not returned or paid for within 2 weeks of the Macedon Police Department letter, the MPL Board of Trustees may take legal action to recover the materials or the costs thereof.

FINES AND FEES

- There is no daily fine applied to overdue books, audiobooks or music CDs or other miscellaneous library materials (unless noted on the item). Failure to return the item within the maximum loan period for the item will result in the patron being billed for the item as it will be assumed lost.
- The full cost of any lost or damaged item will be billed to the patron's account. The cost will be determined by the price listed on the catalog record entered on Evergreen.

Overdues, Fines & Fees

- Replacement costs will not be refunded. An item that is found after being reimbursed will become the property of the patron.
- Any patron owing \$5.00 or more for lost materials will be unable to borrow more items from the library until the total amount billed to their account is decreased to less than \$5.00.

Fees will be assessed for damages which can be repaired.

The current fees shall be assessed for the following types of damages:

Torn page-----	.50 each
Torn book jacket-----	\$2.00
Audiobook case-----	\$3.00
DVD case-----	\$2.00

Book damage requiring rebinding is as billed by vendor